

<p style="text-align: center;"><b>CITY OF BEAVERTON</b> <b>Human Resources Director</b></p>
---

### **General Summary**

Direct the Human Resources Department and serve as advisor to the Mayor, City Council and staff on issues relative to labor relations, recruitment and selection, classification and compensation, benefits, training and development, workers compensation and management of risk.

### **Essential Functions**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Direct and manage Human Resources Department operations including budget, administrative compliance and staff supervision. Develop, review and approve departmental strategic planning, work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the City's Senior Management Team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Oversee the Court Administration function, including budget, and provide leadership for the Court Administrator. Review and approve work plans, services, policies, procedures and reports. Set performance standards. Evaluate performance and service effectiveness and take action for improvement as necessary.
3. Provide direction to staff to ensure City goals and objectives are met. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance planning discussions. Respond to employee grievances and oversee disciplinary process according to the collective bargaining agreement and City policy.
4. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
5. Provide technical assistance and interpretation to the Mayor, City Council, and various boards and commissions regarding issues affecting the human resources needs of the City. Attend meetings as necessary to address such concerns.
6. Provide assistance and guidance to the City council regarding issues affecting the Court operations requirements.
7. Direct and manage the City's Performance Management program. Counsel supervisors and employees in optimizing employee performance and improving workplace morale.

8. Direct the City's activities relating to Equal Employment Opportunity efforts. Act as staff liaison to the Human Rights Advisory Commission. Represent the City at all hearings.
9. Develop labor relations strategy for approval of City Council, and manage labor relations function. Act as Chief negotiator for the City.
10. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
11. Produce an acceptable quantity and quality of work that is completed within established timelines.
12. Represent the Human Resources Department, the Beaverton Municipal Court, and/or City to the public, before the media, in collective bargaining, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
13. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
14. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
15. Follow standards as outlined in the Employee Handbook.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

### **Other Functions**

1. Serve on or provide departmental support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Expert knowledge of practices and principles of organizational development.
- ◆ Expert knowledge of practices and principles of human resource management.
- ◆ Expert knowledge of the laws and regulations governing human resources related functions.
- ◆ Expert knowledge of strategic planning methods with an emphasis on services related to human resources.
- ◆ Expert knowledge of practices and principles of public/business administration practices and decision-making.

- ◆ Advanced knowledge of public purchasing and contracting laws and regulations.

### **Skills/Abilities Required**

- ◆ Expert skill in conceptual analysis and policy/program development and implementation.
- ◆ Expert ability to successfully manage the operations and budget of a department.
- ◆ Expert ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Expert ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Expert ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Expert ability to build consensus.
- ◆ Expert ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Expert ability to apply excellent internal and external customer service skills.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use word processing and spreadsheet programs and other software applications as required for position.

### **Minimum Qualifications Required for Entry**

Bachelor's degree in human resources management, industrial relations, business/public administration, or related field, and 12 years progressively responsible experience in a full-service Human Resources Department, including five years in a senior management role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and have the ability to meet the City's driving standards.

### **Working Conditions**

Regular focus on a computer screen; daily use of a keyboard or similar device; daily dealing with distraught or difficult individuals; regular attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads.

## **Classification History**

As of 10/97: Human Resources Director

Revised: 1/98

New class specification title 1/98: Human Resources Director

Revised: 11/04

Revised: 1/1/09

Status: M1

FLSA: Exempt

---

Mayor's Signature

---

Human Resources Signature

---

Date

---

Date